

14 FAH-4 H-230 PREPARING UNCLASSIFIED POUCHES FOR DISPATCH

*(CT:DPM-2; 05-06-2009)
(Office of Origin: A/LM)*

14 FAH-4 H-231 PREPARING LETTERS AND FLATS

(CT:DPM-2; 05-06-2009)

- a. Bundle letters and flats separately to prevent damage. Bundle accountable items separately.
- b. Follow the procedures below for all items pouched to the Department.
 - (1) Official Mail for processing through Department postage meters must be bundled separately from items not requiring postage;
 - (2) Items for other agencies must be bundled by agency. This includes mail to be run through the other agencies' postage meters; and
 - (3) Mail with domestic postage stamps must be bundled separately to facilitate entry into the United States Postal Service (USPS).

14 FAH-4 H-232 UNCLASSIFIED POUCH INVOICES

14 FAH-4 H-232.1 Use of the Pouch Invoice Form

(CT:DPM-2; 05-06-2009)

- a. Every unclassified diplomatic pouch must be invoiced, except for sac vides pouches coming from manual posts (see 14 FAH-4 H-216.2).
- b. For outgoing pouches at manual posts, the multiple Pouch Invoice Form DS-3082 is a preprinted, snap-out form with a white or pink original, a yellow first copy, and a blue second copy. The original and two copies are processed as follows:
 - (1) The white or pink original and the yellow copy are forwarded in the pouch;

- (2) The blue copy is filed alphabetically by destination post, then by pouch channel within the destination post;
 - (3) The destination post, whether a manual post or Integrated Logistical Management System Diplomatic Pouch and Mail (ILMS DPM) post, must sign the white original as received and return it to the originating post.
 - (4) When the white original is returned by the destination post, the blue suspense copy is replaced by the white original.
- c. For outgoing pouches at ILMS DPM posts, copies of the Pouch Invoice Form DS-3082 are printed on plain paper and processed as follows:
- (1) If the destination post is a manual post, three copies of the Pouch Invoice are printed. Place the "TO" and "FROM" copies inside the pouch and place the "HOLD" copy into a file. Upon receipt of the pouch, both copies of the invoice are signed as "received," including date, signature, and printed name. The "TO" copy of the DS-3082 is filed by the destination post and the "FROM" copy of the DS-3082 is returned to the originating post. The originating ILMS DPM post then replaces the "HOLD" copy of the DS-3082 with the signed "FROM" copy.
 - (2) If the destination post is an ILMS DPM post, two copies of the Pouch Invoice are printed. Place the "TO" copy inside the pouch and place the "HOLD" copy into a file. Upon receipt of the pouch, after verification that the items received in the pouch match the items listed on the Form DS-3082, and after ILMS DPM is updated to reflect receipt of the pouch and the items therein, the "TO" of the Form DS-3082 may be destroyed by the destination post or may be signed as "received" and filed. Upon notification that the pouch has been received and ILMS DPM updated, the originating ILMS DPM post may destroy the "HOLD" copy.
 - (3) ILMS DPM posts may but are not required to file paper copies of the Form DS-3082 for outgoing or incoming items that are in the ILMS DPM system, as the information is retrievable from the system.

14 FAH-4 H-232.2 Preparing Invoices at Manual Posts

(CT:DPM-2; 05-06-2009)

- a. Invoices for pouches originating at manual posts are numbered in separate consecutive post and pouch channel series beginning anew each January 1. The last invoice number for the previous year should be noted on the first invoice used each year. The next consecutive number to a specific destination post is preceded by the pouch channel indicator and is

entered in the block provided in the upper right corner of the form.

- b. List each registered item to be included in the pouch and record the following information in the appropriate block on the form:
 - (1) Registry Number;
 - (2) Agency or office symbol of addresser;
 - (3) Classification, U=UNCLASSIFIED; and
 - (4) If no registered items are included in the pouch, mark the registry column, "NO REGISTRIES."

14 FAH-4 H-232.3 Preparing Invoices at ILMS DPM Posts

(CT:DPM-2; 05-06-2009)

- a. Invoices for pouches originating at ILMS DPM posts are numbered consecutively by the system, beginning with the first pouch after the post goes on-line with ILMS DPM. Invoice numbers do not reset with a new year. Users must not manually change a system-generated invoice number.
- b. If accountable items have been entered into ILMS DPM in advance of building the pouch, mail room staff at ILMS DPM posts must scan or keyboard in the registry number of the items as they are being put into the pouch. Alternatively, mail room staff can enter accountable item data directly into ILMS DPM as they are building the pouch.
- c. In either case, the ILMS DPM system associates the item with the pouch number and, when the pouch is ready to be closed, the user prints the invoice and tag. The plain-paper invoice contains the required information in the same format as Form DS-3082.

14 FAH-4 H-233 CLOSING UNCLASSIFIED POUCHES

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- a. Check the following before closing pouches:
 - (1) Does each item indicate the classification?
 - (2) Is there a valid return address on each item?
 - (3) Is the destination address valid and does it display the nine digit ZIP code?
 - (4) Are letters and flats segregated into the proper bundles?

- (5) Does the number of accountable items in the pouch agree with the number of accountable items listed on the invoice?
- (6) Are copies of the invoice (white/pink original and yellow copy for manual posts and one or two plain-paper copies for ILMS DPM posts) placed inside the pouch bag, on top of the items?
- b. Letters and flats must be segregated and bundled. Parcels are placed on the bottom of the pouch. Unregistered bundles go in next, followed by accountable item bundles. Place pouch invoice Form DS-3082 on top of the items in the pouch. **Do not put the invoice in an envelope.**
- c. Accountable items must be checked against the invoice as the items are placed in the pouch. One employee may perform this task but the work should not be done by the same employee each week. If possible, the work should be monitored by a Secret-cleared U.S. citizen employee and verified by a witness as indicated on Form DS-3028.
- d. For UCAP pouches, a Top Secret-cleared U.S. citizen employee must supervise closing the pouch and must ensure that all unclassified controlled items are listed on the pouch invoice form (Form DS-3082). UCAP pouches can be handled by Locally Employed Staff once the pouch has been sealed.
- e. Keep one pouch bag open as long as possible to accommodate items delivered just prior to the scheduled pouch closing time.

14 FAH-4 H-234 READING UNCLASSIFIED POUCHES FOR TRANSPORT

(CT:DPM-2; 05-06-2009)

- a. Seal the pouch (see 14 FAH-4 H-214.3).
- b. Tag the pouch (14 FAH-4 H-215).
- c. At manual posts, if Embassy transport is not used to take the pouches to the airport, prepare a transportation request for the shipment and deliver it to the commercial freight forwarder. At ILMS DPM posts, print out the transportation request from the system and send it to the commercial freight forwarder via e-mail. At ILMS DPM posts if Embassy transport is used, the transportation request must still be generated in the system, but it may be disposed of if not used by post as a record of receipt by the carrier.
- d. If local circumstances dictate, the mail room may also prepare the airway bill for the commercial air carrier. At ILMS DPM posts, the airway bill number may be entered into the comment field on the Pouch Build page and on the Dispatch And Management Shipment page.

- e. Unclassified pouches are transported to the airport by Embassy transport or by a commercial freight forwarder unaccompanied by Embassy personnel.
- f. At ILMS DPM posts, the mail room staff must update ILMS DPM with the actual dispatch date of the shipment, and send an Advanced Shipment Notification (ASN) via e-mail to the receiving post.

14 FAH-4 H-235 TRANSPORTING UNCLASSIFIED POUCHES

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- a. Unclassified pouches are transported unaccompanied usually by air cargo on commercial airlines on regularly scheduled and traveled routes.
- b. The Vienna Convention on Diplomatic Relations prohibits the inspection or detention of the diplomatic pouch. Art. 27(3) states that “the diplomatic bag shall not be opened or detained.” If host government officials insist on x-raying, inspecting, or opening a diplomatic pouch, the post’s responsible party (either an employee, contractor, or commercial freight forwarding company under contract) must advise the host government officials that inspection is contrary to international law and immediately request the host government officials to desist.
- c. If the pouch is outgoing and host government officials do not desist, post’s responsible party must retrieve the pouches and return them to the mission until the situation is resolved. If the pouch is incoming and post’s responsible party is unable to obtain possession of the pouches without inspection by host government officials, the responsible party must immediately contact the Pouch Control Officer (PCO), who may need to contact the Regional Security Officer, Deputy Chief of Mission, or other post officer to resolve the situation and get the pouches released without inspection. Post management should contact the Department regarding such incidents and include the Office of Legal Adviser (L/DL) in any such communication.
- d. Upon discovery of a situation where it appears that x-ray or inspection may have occurred, the PCO must report the violation, along with suspected compromise of contents, within 24 hours, in the following manner:
 - (1) Send a PRIORITY telegram captioned for the Regional Security Officer (RSO) and PCO to the originating post;
 - (2) Send a copy of the telegram to the Department the Diplomatic Pouch and Mail Division/Unclassified (A/LM/PMP/DPM/U); and
 - (3) Send another copy of the telegram to the RSO at the receiving

post.

- e. Reports on suspected compromises must provide full details. The PCO must give the seals, tags, invoices, and the pouch itself (when covert penetration is suspected) to the RSO at the post where the suspected compromise was discovered.

14 FAH-4 H-235 THROUGH H-239 UNASSIGNED